

## **SEM Model 266 High Security Paper Shredder**



*Please read this manual carefully. It will answer all your questions regarding installation, operation and trouble-shooting.*

### **IMPORTANT:**

**Be sure to adhere to all safety suggestions listed**

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## READ CAREFULLY BEFORE USING

Proper care of your new paper shredder will ensure many years of trouble free operation, with a minimum of maintenance or repair.

**CAUTION:** Before operating the shredder, remove the red shipping tabs and screws. These should be retained in case of re-shipping needed, to avoid damages. These are located in two areas: Front panel inside door (2 screws, 2 washers and 2 red tabs) Cutting head opening, above waste basket (2 screws, 2 washers and 4 red tabs)

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## CUSTOMER SERVICE

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## \*\*\*IMPORTANT SAFETY PROCEDURES\*\*\*

Your new paper shredder incorporates powerful, heavy duty cutting mechanisms.

**Serious and permanent injury may result if proper precautions are not followed.**



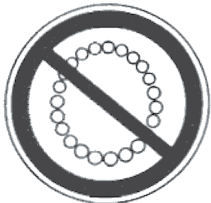
- 1 This equipment should never be operated by children or individuals untrained in or incapable of understanding the safety precautions!



2. Do not reach into the feed opening for any reason! Never insert fingers, hands, other extremities or objects not meant to be shredded into the feed openings!



3. Do not operate or come in close proximity to this equipment wearing long hair, necktie, loose clothing or jewelry, which may activate a photoelectric on/off switch and/or be pulled into the machine!



- 4 Maintenance or repair of this equipment should be performed only by trained, authorized service personnel.

5. Always disconnect electric power (unplug) before removing or opening the cover or other panel giving access to internal mechanisms.

# INSTALLATION AND SET-UP

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The Model 266 must be installed in a room equipped with 120V/1/60HZ, dedicated electrical service. The shredder is equipped with a (3) three prong plug on the power cord. The shredder must be operated on a dedicated 20 Amp circuit to assure adequate power for the shredder controls.

Open the cabinet door by pulling the handle on the upper right corner. Pull the waste container forward and out of the cabinet. Place a plastic waste bag inside the container, folding the excess over the sides. Remove shipping tabs as described in this manual. Slide the container back into the cabinet. Lubricate the cutters as described in the lubrication section of this manual. You are now ready to start shredding.

## OPERATION

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The Model 266 Shredder features automatic on/off for simple and convenient operation. Simply insert paper into feed opening, the electronic sensor turns shredder on. Once paper has passed through the cutting head, there will be a 3-4 second waiting period, the machine will then shut itself off.

The shredder can also be operated manually using the 'start', 'stop' and 'reverse' pushbutton controls.

1. Green 'start' pushbutton - when this is pressed, the shredder is turned on and ready to shred. A green light will come on to indicate that the shredder is running in the forward mode.
2. Red 'stop' pushbutton - when this is pressed, the shredding unit stops.
3. Yellow 'reverse' pushbutton - when this is pressed and held down, the cutting head will run in reverse. The reverse is used when cleaning the cutting unit, and also to clear jammed material should the machine be over fed.

## FEEDING

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To start shredding, simply insert paper into the feed slot or press the 'start' pushbutton. Begin by feeding one or two sheets of paper into the cutting unit. Gradually increase amount of paper up to a maximum of 11 sheets at a time. This procedure allows the operator to become familiar with basic operation techniques, and will insure uninterrupted, efficient shredding. Be sure to remove staples and paper clips from the materials to be destroyed.

## OVERLOADING

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Should too much material be fed into the shredder, it will switch off automatically. Following a brief pause, it will automatically run in reverse for a short time after which the material can be easily removed. Thin out the quantity of material that caused the jam, proceed shredding with smaller amounts.

## BAG FULL INDICATOR

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If the red 'bag full' indicator on the control panel is illuminated, the waste container is full. The shredder will automatically shut off. To resume shredding, the plastic waste bag must be changed.

## DOOR OPEN INDICATOR

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If the red 'door open' indicator on the control panel is illuminated, the cabinet door is open and the shredder will not operate. This is for safety reasons. To resume shredding, simply push the cabinet door closed.

## THERMAL OVERLOAD CUTOUT

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The shredder is protected against excessive current draw with a built-in circuit breaker. Should the shredding unit overheat, the thermal overload device will automatically de-energize the machine. Should this occur, allow a brief cool down period, then press the red reset button on the back of the machine. When this button stays in without popping out, you are again ready to start shredding.

## LUBRICATION

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**Important:** To prevent jamming and/or clogging the shredder, it is necessary to periodically lubricate the cutting unit. The following procedure is simple and only takes about 30 seconds.

For every ten minutes of continuous shredding, stop shredding and alternately run the machine forward and then reverse several times to clear the cutting unit. Using SEM shredder oil, we recommend squirting oil onto a piece of paper, using an 'S' shaped motion. Too much oil is better than not enough. Feed the paper into the shredder. Once paper has fed through, run machine in reverse and then in forward again. This will allow the oil to distribute over all the cutters. You are again ready to start shredding.

## OPTION MAINTENANCE

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Two to three preventative maintenance calls per year are recommended. Only authorized service personnel should be allowed to service the shredder.

**Important:** Always unplug the shredder before performing any maintenance. If shredding capacity drops or the machine jams easily, clean and lubricate the cutting system as outlined in the "Lubrication" section of this manual.

**Note:** If the shredder will not power up, check 80MA 250VAC fuse on the control circuit board.

For ease of maintenance and repair, the top cover can be easily opened by removing the two screws on the back of the shredder and lifting the rear of the cover forward. You should now have access to the control circuit board, where the 80MA fuse is located.

**Maintenance Contracts:** Check with your SEM sales representative for the maintenance to fit your needs at 1-800-225-9293.

## SPECIFICATIONS

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Shred Size: .7mm x 4.2mm  
No. of Sheets Up to 16 Sheets  
Speed: 40 FPM  
Throat Width: 13-3/4"  
Power: 1-1/2 H.P., @ 20 Amps

Voltage: 115V/1/60 Hz  
Controls: Manual or automatic start, stop and reverse by electronic sensors  
Dimensions: 35-1/2" H x 27-1/2" W x 19-1/2" D  
Weight: 300 lbs.

## USING AND ORDERING SPARE PARTS

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Only use original SEM spare part replacements

We guarantee their quality and functional reliability

Warranty claims on parts and/or service must be approved by SEM's Customer Service Manager

### HINTS FOR ORDERING SPARE PARTS

The spare parts shown on the following pages have part numbers. This spare parts list shows the following information with respect to the spare parts to be ordered.

• Part No      • Dimensions      • Quantity      • Designation      • Item No.

In order to avoid errors and the delivery of wrong parts, each parts order should contain the following information.

- Machine No. (See nameplate)
- Part No. and designation of desired spare parts
- Desired mode of shipment (e.g. post, freight)
- Machine Type
- Quantity of desired spare parts
- Full address of purchaser

### RECOMMENDED SPARES/OPTIONAL ITEMS AVAILABLE

|  |                                      |
|--|--------------------------------------|
| Replacement Plastic Waste Bags               | Part No. 640SB130                    |
| Shredder Lubricating Oil, Case of 8 pints,   | Part No. 649OIL8 (manual oiling)     |
| Shredder Lubricating Oil, Case of 16 pints,  | Part No. 649OIL16 (manual oiling)    |
| Shredder Lubricating Oil, Case of 4 gallons, | Part No. 647OIL16 (automatic oiling) |

## MICROGRAPHICS "TIP"

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Your SEM Model 266 Shredder is capable of destroying Micrographic material as well as paper documents. When shredding Micrographics, follow these tips for best results:

1. Shred Micrographics ONLY when machine is cool, such as early in the day.
2. Always oil cutters well before shredding micrographics. Always reverse cutters after shredding is complete to clean the cutting unit. Shredding paper with micrographics will help to keep machine clean and also prevent sticking of the micrographics to the cutting unit.
3. After 10 minutes of continuous shredding, stop and allow the machine to cool before continuing. Avoid shredding for more than 10 continuous minutes at a time. If they are fed into a hot cutting unit, the micrographics will melt to the cutting head causing severe damage.
4. Feed Rates:

|                    |                           |
|--------------------|---------------------------|
| Microfiche         | 1-10 Sheets per Feed      |
| View-Graphs        | 1-4 Sheets per Feed       |
| Microfilm on Reels | 1-12 Film Strips per Feed |
| Paper Documents    | 1-12 Sheets Per Feed      |
5. Use of Safety Glasses is recommended when shredding micrographics.

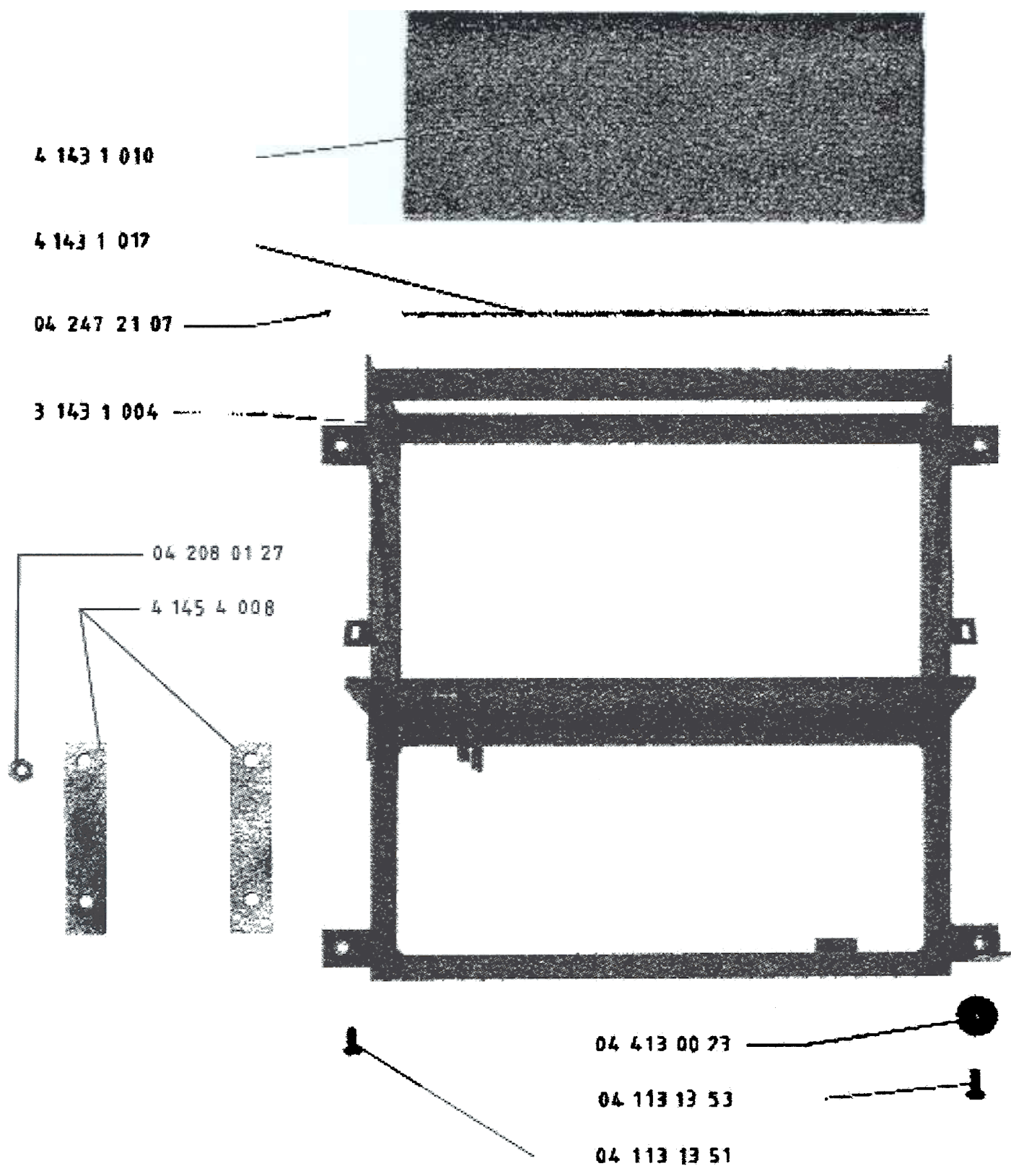
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**PARTS**  
**(DIAGRAMS & PART NUMBERS)**

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MACHINE FRAME DIAGRAM - 266



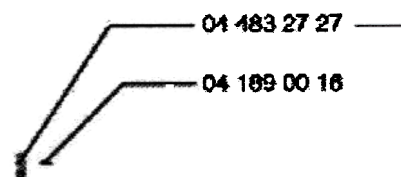
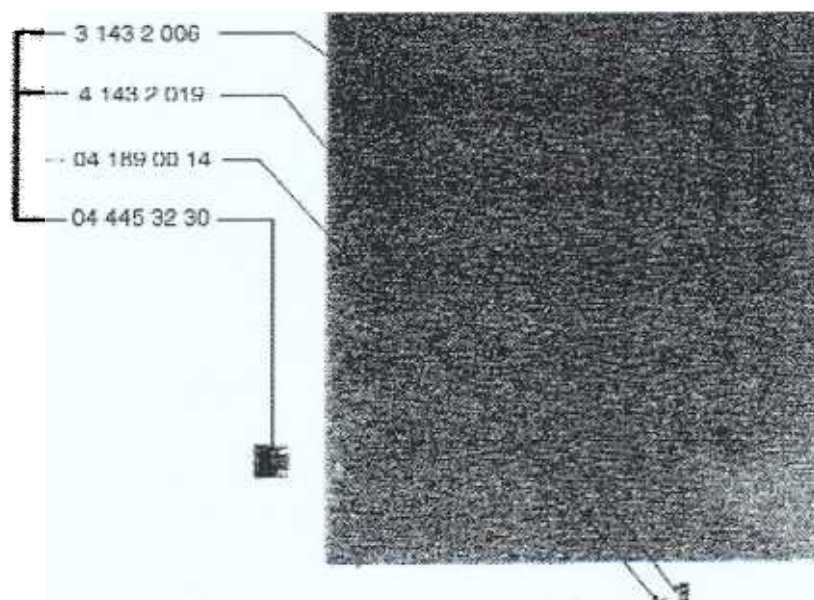
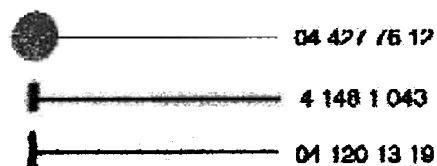
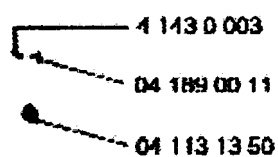
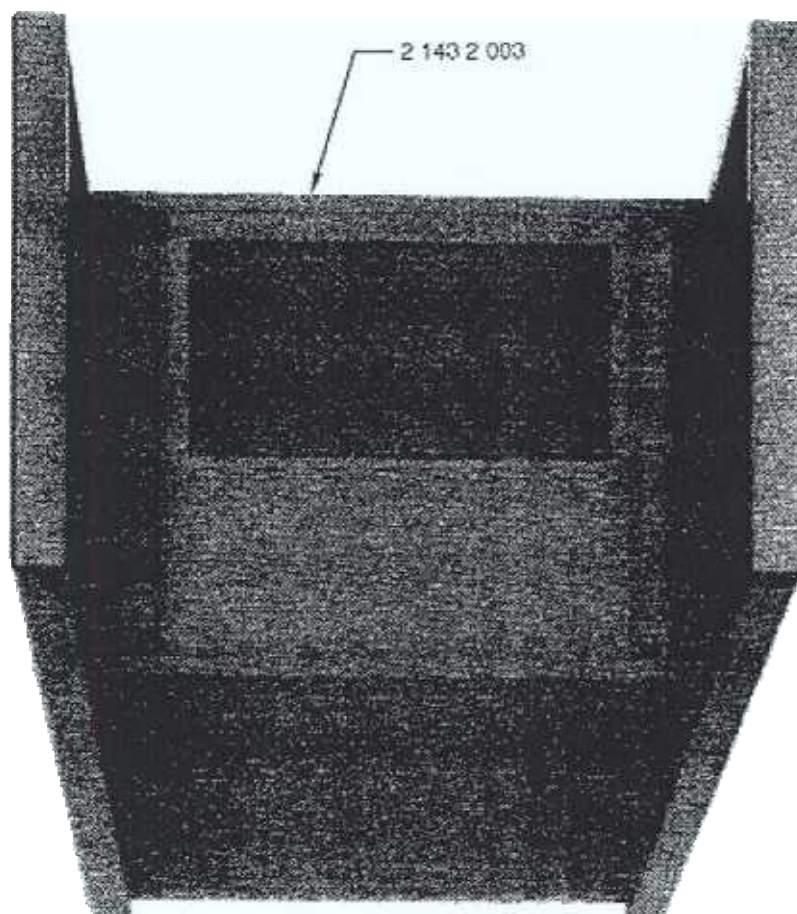


## MACHINE FRAME PARTS LIST - 266

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| <b>Part Number</b> | <b>Designation</b> | <b>Quantity</b> |
|--------------------|--------------------|-----------------|
| SE31431004         | Frame              | 1               |
| SE41431010         | Bag Full Flap      | 1               |
| SE41431012         | Shaft              | 1               |
| SE41454008         | Motor Shim         | 2               |
| SE041131351        | Bolt M8x16         | 4               |
| SE042080127        | Nut M10            | 4               |
| SE042472107        | C Clip             | 2               |
| SE044130023        | Rubber Mount       | 4               |
| SE041131353        | Bolt M8x24         | 4               |

# CABINET DIAGRAM - 266

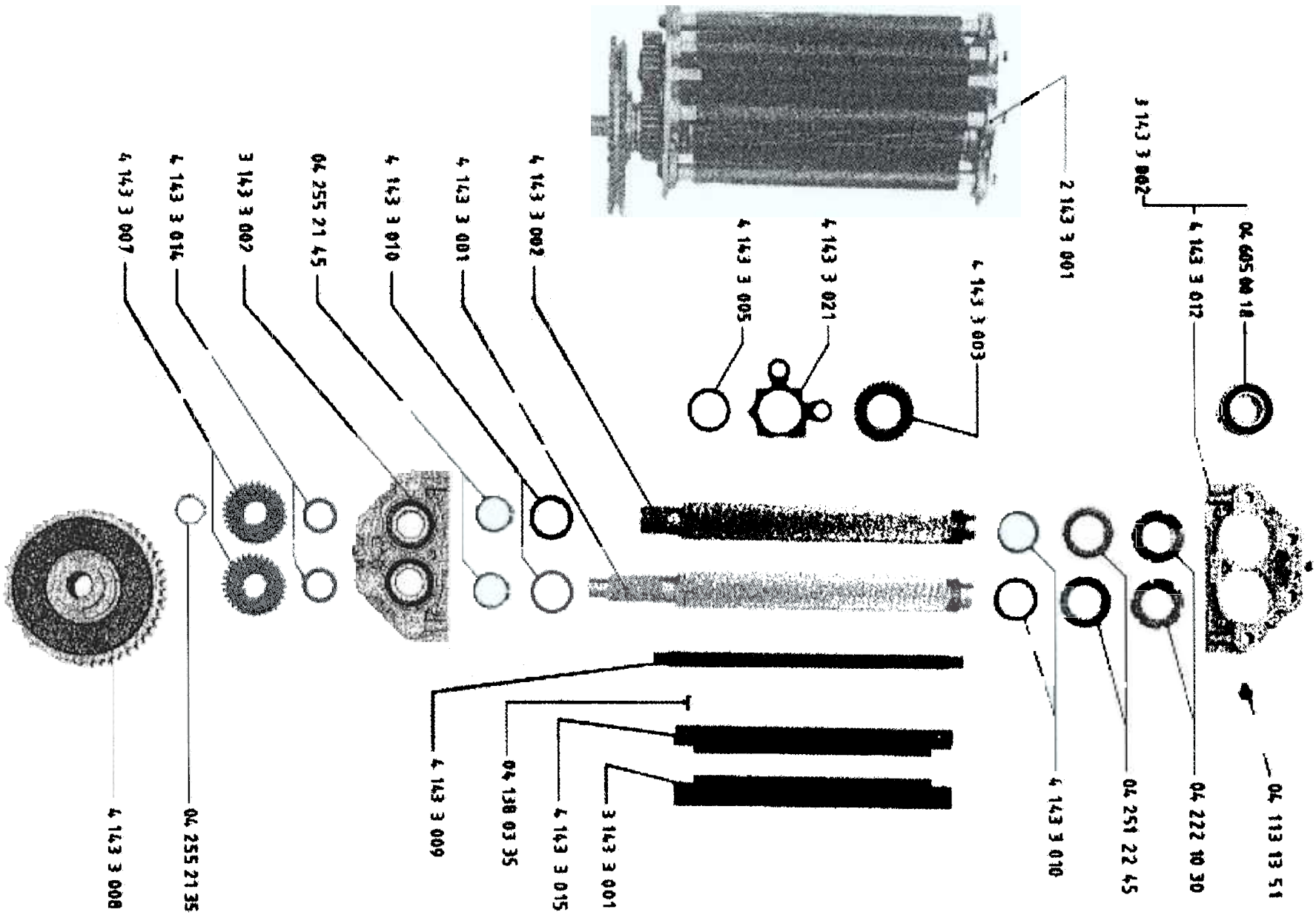


## CABINET PARTS LIST - 266

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| <b>Part Number</b> | <b>Designation</b>         | <b>Quantity</b> |
|--------------------|----------------------------|-----------------|
| SE21432003         | Cabinet Complete with door | 1               |
| SE31432006         | Door                       | 1               |
| SE41430003         | Ring Cover                 | 6               |
| SE41432019         | Door angle                 | 1               |
| SE41481043         | Shaft                      | 4               |
| SE041131350        | Screw M8x10                | 4               |
| SE041201319        | Screw M6x40                | 4               |
| SE041890011        | Screw 3x14                 | 2               |
| SE041890014        | Screw 3x20                 | 2               |
| SE041890016        | Screw 3x14                 | 2               |
| SE044277612        | Caster                     | 4               |
| SE044453230        | Hinge                      | 2               |
| SE044832727        | Door Latch Assembly        | 1               |

# CUTTING HEAD DIAGRAM - 266

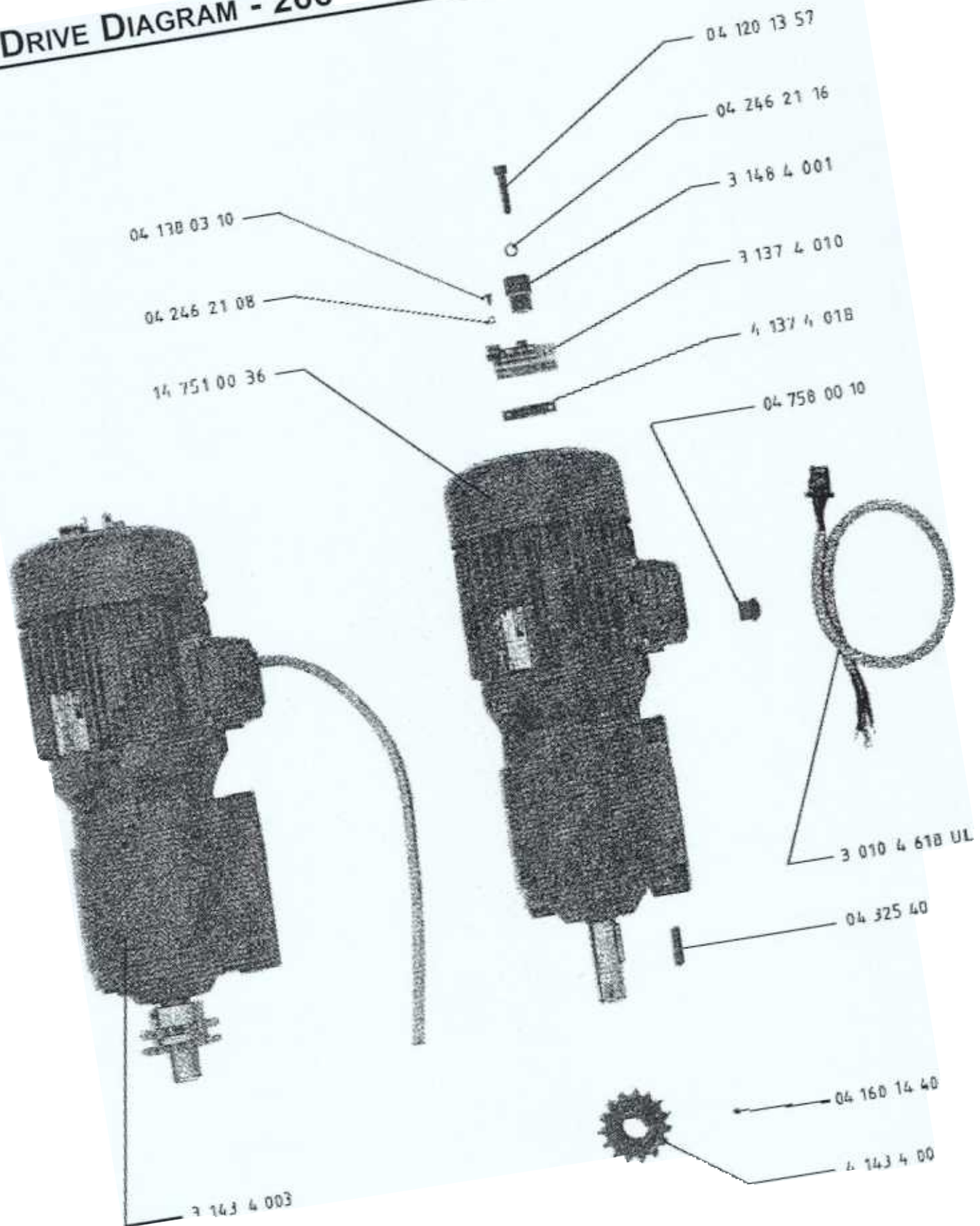


## CUTTING HEAD PARTS LIST - 266

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| <b>Part Number</b> | <b>Designation</b>         | <b>Quantity</b> |
|--------------------|----------------------------|-----------------|
| SE21433001         | New Cutting Head Complete  | 1               |
| SE31433001         | Feed Guide Bottom          | 1               |
| SE31433002         | End Plate with Bearings    | 2               |
| SE41433001         | Cutter Shaft long          | 1               |
| SE41433002         | Cutter Shaft short         | 1               |
| SE41433003         | Cutter                     | 550             |
| SE41433005         | Spacer                     | 550             |
| SE41433007         | Timing Gear                | 2               |
| SE41433008         | Sprocket                   | 1               |
| SE41433009         | Deflector Shaft            | 4               |
| SE41433010         | Shim                       | 4               |
| SE41433012         | End Plate without Bearings | 2               |
| SE41433014         | Washer                     | 2               |
| SE41433015         | Feed guide top             | 1               |
| SE41433021         | Deflector                  | 550             |
| SE041131351        | Screw M8x16                | 8               |
| SE041380335        | Screw M5x20                | 2               |
| SE042221030        | Adjusting Nut              | 2               |
| SE042552135        | O Ring                     | 1               |
| SE042552145        | O Ring                     | 2               |
| SE046050018        | Bearing 6207 2 RS          | 4               |
| SE042512245        | Locking Washer             | 2               |

# ELECTRIC DRIVE DIAGRAM - 266





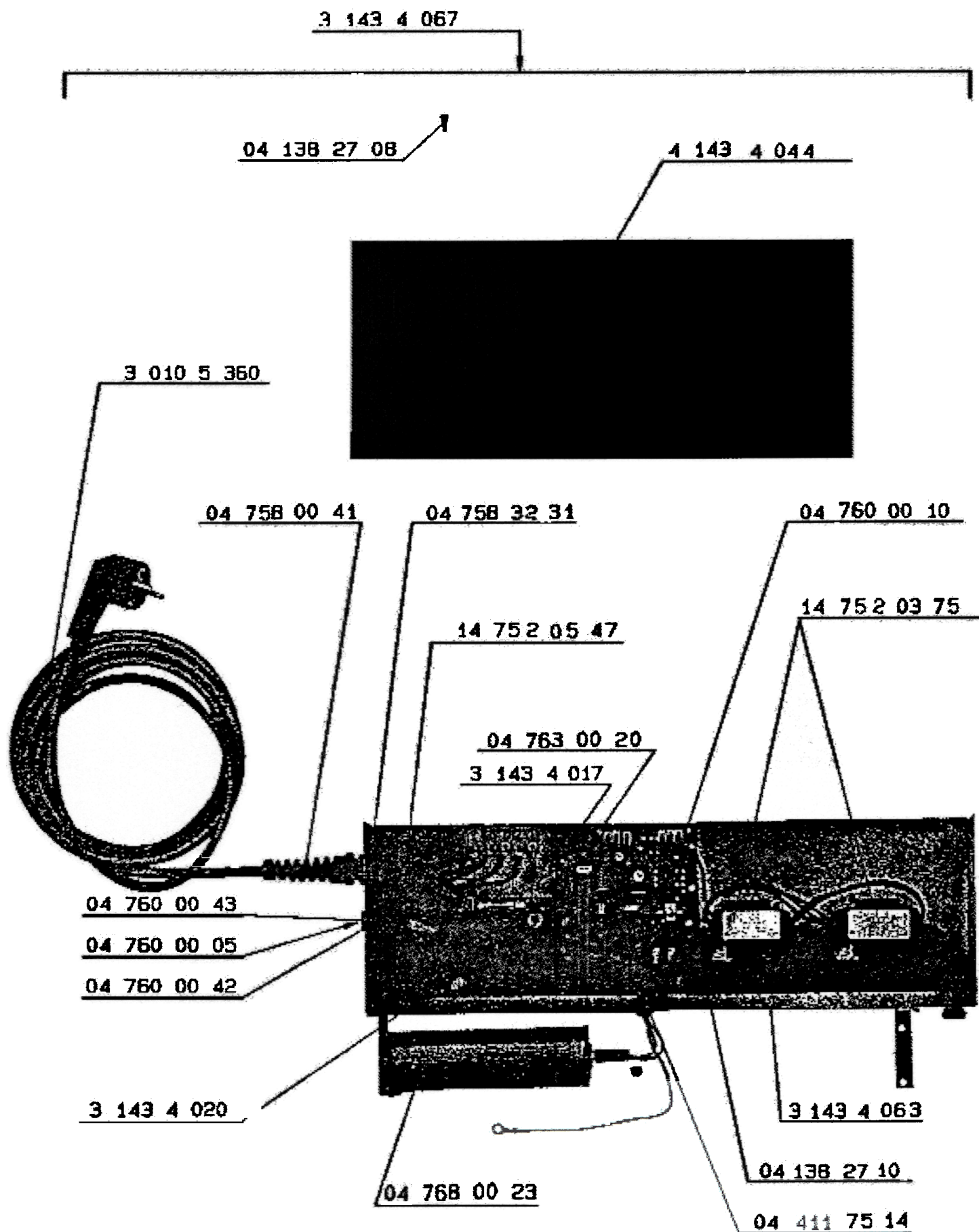
# ELECTRIC DRIVE PARTS LIST - 266

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| <b>Part Number</b> | <b>Designation</b>    | <b>Quantity</b> |
|--------------------|-----------------------|-----------------|
| SE30104618         | Motor Cable           | 1               |
| SE31374010         | Speed Detector        | 1               |
| SE31434003         | Motor Complete        | 1               |
| SE31484001         | Speed Detector Magnet | 1               |
| SE41374018         | Screw Plate           |                 |
| SE41434008         | Motor Sprocket        | 1               |
| SE041201357        | Screw                 | 1               |
| SE041380310        | Screw M4x8            | 2               |
| SE041601440        | Screw M6x12           | 1               |
| SE042462108        | Washer M4             | 2               |
| SE042462116        | Washer M8             |                 |
| SE043254028        | Key 8x7x35            | 1               |
| SE047580010        | Grommet               | 1               |
| SE147510036        | Motor 115V/60Hz       | 1               |



# ELECTRIC EQUIPMENT DIAGRAM - 266

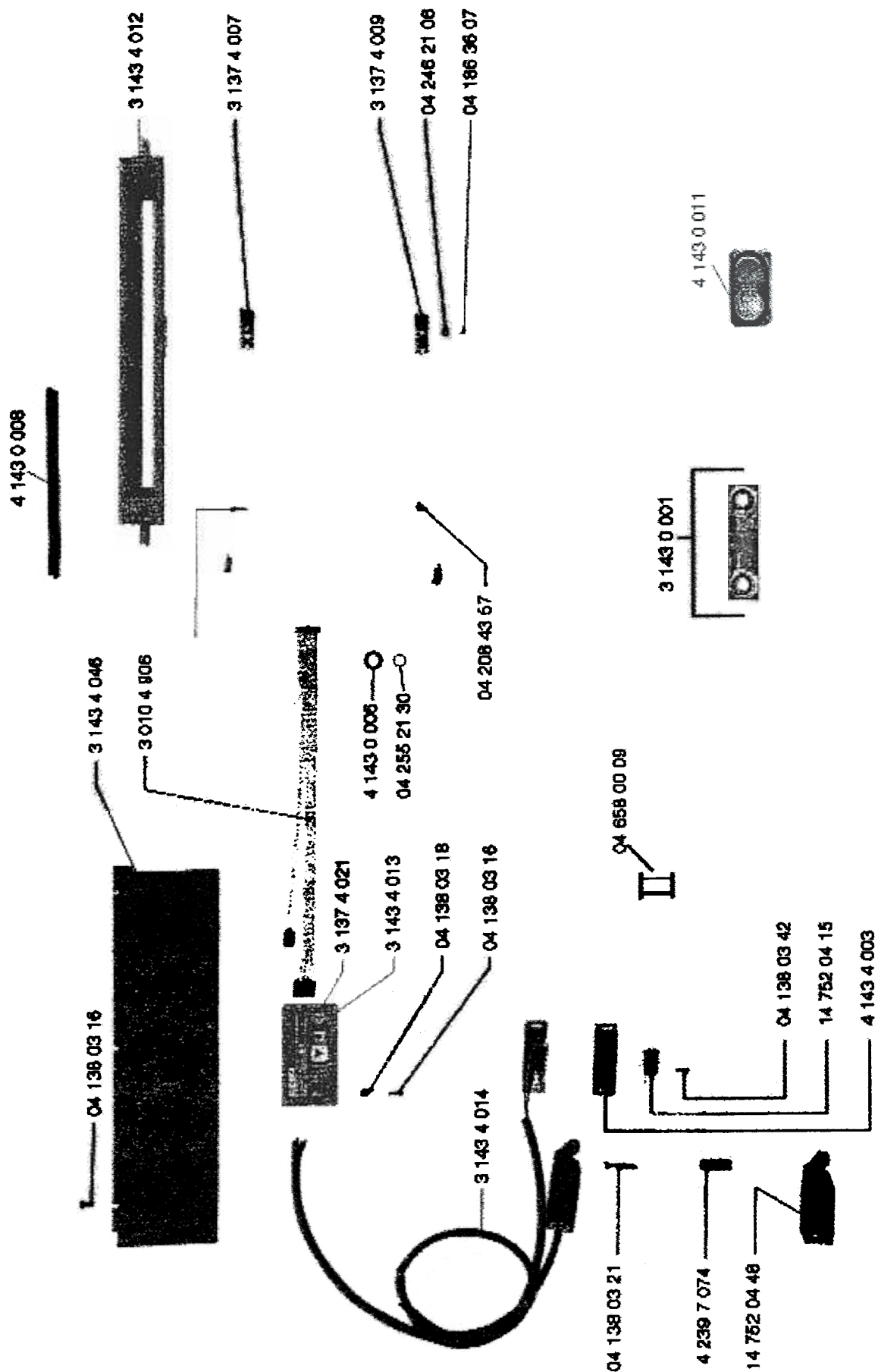


# ELECTRIC EQUIPMENT PARTS LIST - 266

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| <b>Part Number</b> | <b>Designation</b>               | <b>Quantity</b> |
|--------------------|----------------------------------|-----------------|
| SE30105360         | Power Cord AWG 14                | 1               |
| SE31434017         | PC Board                         | 1               |
| SE31434020         | Transformer 110 - 115V           | 1               |
| SE31434063         | Control Box Frame                | 1               |
| SE31434067         | Control Box Complete             | 1               |
| SE41434044         | Control Box Cover                | 1               |
| SE041382708        | Screw M4x6                       | 7               |
| SE041382710        | Screw M4x10                      | 4               |
| SE042402106        | Nut M4                           | 7               |
| SE044117514        | Washer 8mm                       | 1               |
| SE047540089        | Tie Wrap                         | 3               |
| SE047580041        | Strain Relief                    | 1               |
| SE047583231        | Nut                              | 1               |
| SE047600005        | Fuse 2A                          | 1               |
| SE047600042        | Fuse Holder                      | 1               |
| SE047600043        | Fuse Holder Cap                  | 1               |
| SE047680023        | Capacitor                        | 1               |
| SE147520547        | Overload 15Z/110 - 120V (17amp)  | 1               |
| SE147520375        | Relay D 129 B 7 65 Telemecanique | 2               |
| SE9002112          | Relay (SN: 6099828 and after)    | 1               |
| SE147630020        | Washer                           | 8               |

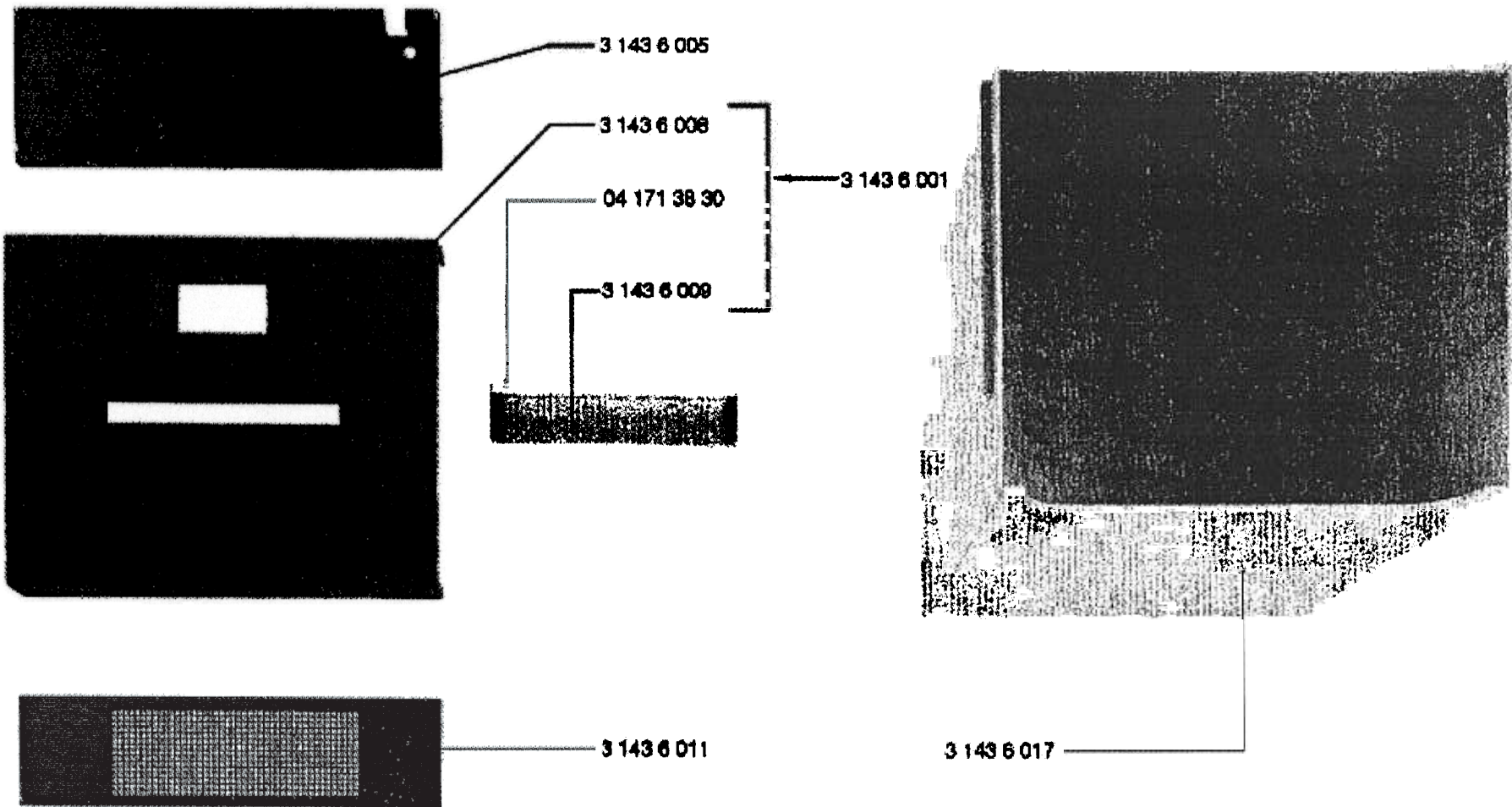
# ELECTRIC EQUIPMENT DIAGRAM - 266



# ELECTRIC EQUIPMENT PARTS LIST - 266

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| <b>Part Number</b> | <b>Designation</b>                     | <b>Quantity</b> |
|--------------------|--|-----------------|
| SE30104906         | Ribbon Cable                           | 1               |
| SE31374007         | Photocell Receiver                     | 1               |
| SE31374009         | Photocell Emitter                      | 2               |
| SE31374021         | Pushbutton Housing                     | 1               |
| SE31430001         | Bearing Distance Plate                 | 1               |
| SE31434012         | Photocell Bar                          | 1               |
| SE31434014         | Bag Full/Door Open Switches with Cable | 1               |
| SE31434046         | Cutting Head Cover                     | 1               |
| SE41430006         | Washer                                 | 1               |
| SE41430008         | Chain                                  | 1               |
| SE41430011         | Plastic Gear Cover                     | 1               |
| SE41434003         | Bag Full Switch Mounting Plate         | 1               |
| SE42397074         | Door Open Switch Mounting Plate        | 1               |
| SE041380318        | Washer                                 | 2               |
| SE041380316        | Screw M4x10                            | 3               |
| SE041380321        | Screw Mx30                             | 6               |
| SE041380342        | Screw M3x12                            | 2               |
| SE041863607        | Screw 2.9x6.5                          | 8               |
| SE042084357        | Washer                                 | 2               |
| SE042462106        | Washer                                 | 2               |
| SE042552130        | O Ring                                 | 2               |
| SE046580009        | Master Link                            | 1               |
| SE147520415        | Bag Full Switch                        |                 |
| SE147520448        | Door Open Switch                       | 1               |
| SE31434013         | Complete Pushbutton Assembly           | 1               |



## COVER PARTS LIST - 266

---

| <b>Part Number</b> | <b>Designation</b> | <b>Quantity</b> |
|--------------------|--------------------|-----------------|
| SE31436001         | Top Cover Complete | 1               |
| SE31436005         | Rear Cover         | 1               |
| SE31436008         | Top Cover          | 1               |
| SE31436009         | Feed Throat Cover  | 1               |
| SE31436011         | Front Grate        | 1               |
| SE31436007         | Waste Bin          | 1               |
| SE041713830        | Screw              | 2               |

# ADDITIONAL SEM PRODUCTS

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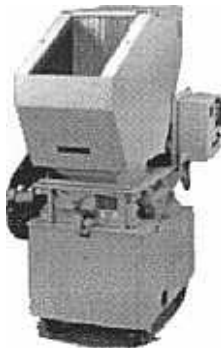
## GENERAL

This paper shredder is guaran

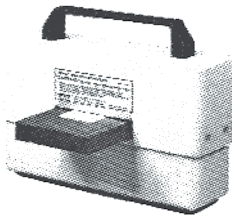


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